

**CEMETERY AND FUNERAL BUREAU**

P. O. Box 989003  
 WEST SACRAMENTO, CA 95798-9003  
 (916) 327-3219 FAX (916) 445-8147



**APPLICATION TO:  
 REPORT DESIGNATION OR CHANGE OF CEMETERY OR CREMATORY MANAGER; OR  
 REQUEST APPROVAL TO SHARE A CEMETERY MANAGER**

**\$50 Application Fee**

- ☐ **Designate or Change Cemetery Manager**      ☐ **Request Approval to Share a Cemetery Manager**  
☐ **Designate or Change Crematory Manager**

<b>SECTION A: APPLICANT INFORMATION</b>				
Establishment Name:			License Number:	
Address:	Number and Street	City	State	Zip Code
Contact Person:		Title:	Telephone Number:	
<b>SECTION B: MANAGER INFORMATION</b>				
Name of Previous Manager: (Complete if request is for a change of manager)		License Number:	Date of Disassociation:	
Name of New Manager:		License Number:	Date of Association:	
Indicate the proposed manager's relationship to this establishment:				
Employee <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partner <input type="checkbox"/> Corporate Officer <input type="checkbox"/>				
Is this person a designated manager at any other establishment? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If Yes, complete all information below. If No, continue with Section D.				
Number of establishments to manage:		Are establishments under common ownership? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Establishment designated as main office:			License Number:	
Address of main office:	Number and Street	City	Zip Code	
<b>SECTION C: LIST ALL ADDITIONAL ESTABLISHMENTS TO BE MANAGED (continued on page 2)</b>				
Name of Additional Establishment:		License Number:	Miles from Main Office:	
Address of Additional Establishment:	Number and Street	City	Zip Code	

**For Bureau Use Only**

Date Cashiered:	Receipt Number:	Date Approved:
Amount Received:		License Mailed:

<b>SECTION C (continued): LIST ALL ADDITIONAL ESTABLISHMENTS TO BE MANAGED</b> Attach additional sheets if needed			
Name of Additional Establishment:		License Number:	Miles from Main Office:
Address of Additional Establishment:      Number and Street		City	Zip Code
Name of Additional Establishment:		License Number:	Miles from Main Office:
Address of Additional Establishment:      Number and Street		City	Zip Code
Name of Additional Establishment:		License Number:	Miles from Main Office:
Address of Additional Establishment:      Number and Street		City	Zip Code
Name of Additional Establishment:		License Number:	Miles from Main Office:
Address of Additional Establishment:      Number and Street		City	Zip Code
<b>SECTION D: CERTIFICATION OF OWNER, PARTNER, OR CORPORATE OFFICER</b>			
<p>Must be signed by the owner, if a sole proprietorship; a partner, if a partnership; or a corporate officer, if a corporation.</p> <p><i>The manager listed on this application has been designated to act as the responsible manager of the cemetery or crematory establishment named in this application. I understand that this establishment must employ a licensed manager at all times, and any change of the designated manager must be reported to the Bureau within 10 days.</i></p> <p><i>I certify under penalty of perjury under the laws of the State of California that all statements furnished in connection with this application are true and accurate.</i></p>			
Signature of Owner, Partner or Officer:	Print Name:	Title:	Date:



**CEMETERY AND FUNERAL BUREAU**  
400 R STREET, SUITE 3080  
SACRAMENTO, CA 95814  
(916) 327-3219 FAX (916) 445-8147



**INFORMATION AND INSTRUCTIONS FOR APPLICATION TO:  
REPORT DESIGNATION OR CHANGE OF CEMETERY OR CREMATORY  
MANAGER; OR  
REQUEST APPROVAL TO SHARE A CEMETERY MANAGER**

The attached application must be completed when a cemetery or crematory has a change in the designated manager or when a *cemetery* is requesting approval to share a designated manager with another cemetery.

**REQUIREMENTS FOR DESIGNATION OR CHANGE OF CEMETERY OR CREMATORY MANAGER:**

A cemetery licensed by the Bureau must employ a licensed cemetery manager to manage, supervise, and direct its operations (Business and Professions Code (BPC) § 9723).

A crematory licensed by the Bureau must employ a licensed crematory manager to manage, supervise, and direct its operations (BPC § 9787.2).

No licensed cemetery manager shall engage in or conduct, or hold himself or herself out as engaging in or conducting, the activities of a cemetery manager without being employed by, or without being a corporate officer of a licensed cemetery (BPC § 9723.2(b)).

No licensed crematory manager shall engage in or conduct, or hold himself or herself out as engaging in or conducting, the activities of a crematory manager without being employed by, or without being a sole proprietor, partner, or corporate officer of, a licensed crematory (BPC § 9787.4(b)).

In order to be designated as a **cemetery manager**, applicants must furnish a written statement demonstrating two years' experience in the cemetery business in a cemetery of the same size, type, and scope of operation (Title 16, California Code of Regulations (CCR) § 2326.1). There is no provision of law requiring a crematory manager to provide this written statement.

**REQUIREMENTS FOR REQUESTING APPROVAL TO SHARE A CEMETERY MANAGER:**

Title 16, Section 2326.5 of the California Code of Regulations provides for a cemetery to request approval by the Bureau to share a manager when the following conditions have been met:

- (a) The licensed cemeteries are under common ownership;
- (b) The common owner has designated one cemetery as the main office. The main office is defined as a designated location registered with the Bureau where the principals of the licensed cemetery can be contacted;
- (c) The licensed cemeteries are within a 60 mile radius of the main office;

Title 16, Section 2326.5 further provides that an inspection *may* be scheduled and completed to ensure that the conditions set forth in this section have been satisfied.

**PLEASE NOTE:** There is no provision of law allowing a crematory manager to be designated as the manager for more than one crematory. Applications for approval to share a crematory manager will be deemed deficient and cannot be approved.

The following application checklist has been provided to assist you with completing this application. Direct all questions regarding this application to the Cemetery and Funeral Bureau, Licensing Unit, at (916) 327-3219.

### **APPLICATION CHECKLIST**

- ☐ Have you completed each item on pages 1 and 2 of your application?
- ☐ Has an owner, partner, or corporate officer signed the application?

Cemetery or Crematory Managers cannot sign the application unless they are the sole owners. If a partner or corporate officer is designated as a responsible cemetery or crematory manager, a different partner or corporate officer should sign the application. In summary, a manager is not allowed to appoint himself or herself as the designated manager unless he or she is the sole proprietor of the establishment.

- ☐ Have you included a \$50.00 application processing fee?
- ☐ Have you submitted the original application? Photocopies are not accepted.
- ☐ Have you provided the appropriate license number for the person designated as the responsible manager?

Effective July 1, 2003, each cemetery or crematory licensed by the Bureau must designate a responsible manager. Persons who have been examined by the Bureau, and qualified to act as a cemetery manager or crematory manager must apply for and obtain a license in order to be designated as the manager. Applications for the cemetery manager or crematory manager examination and license can be obtained on the Bureau's web site at [www.cfb.ca.gov](http://www.cfb.ca.gov), or by contacting the Bureau.

- ☐ Has the designated **cemetery** manager included a written statement demonstrating two years' experience in the cemetery business?

If you are requesting approval to share a cemetery manager:

- ☐ Have you submitted a separate application for *each* cemetery requesting approval to share a manager?

In order to have a manager designated for each location, a separate application must be submitted with a \$50.00 processing fee for each application.

Mail your completed application with the appropriate processing fee to the Cemetery and Funeral Bureau:

**REGULAR MAIL:** P.O. Box 989003, West Sacramento, CA 95798-9003  
**PRIORITY MAIL:** 400 R Street, Suite 3080, Sacramento, CA 95814

Business and Professions Code Sections 9723(a) and 9787.2(a) require any change in the designated manager to be reported to the Bureau within 10 days. Upon evaluation and approval, applications to report designation or change of a cemetery manager or crematory manager are deemed effective on the date of association listed on the application.